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| <b>College/<br/>Independent Unit</b>                                                                                                 | The College of Liberal Arts and Sciences |
| <b>Academic Unit/<br/>Department, if any**</b>                                                                                       | School of Life Sciences                  |
| <b>Choose document type</b> (bylaws or criteria Document?): Criteria for promotion of Assistant and Associate Academic Professionals |                                          |
| <b>If bylaws, does it include criteria for promotion/continuing status/tenure?</b>                                                   |                                          |
| <b>Please concisely list the ranks included in the criteria (if relevant).</b><br>Academic Professionals                             |                                          |

#### Unit and college approval

|                                                                      |                   |
|----------------------------------------------------------------------|-------------------|
| <b>Date of approval by the faculty and/or academic professionals</b> | December 12, 2017 |
| <b>Date of review by the dean (or lead of independent unit)*</b>     | December 6, 2017  |

#### Provost office approval

|                                                                                     |                           |                         |
|-------------------------------------------------------------------------------------|---------------------------|-------------------------|
|  | <b>Patricia Friedrich</b> | <b>October 28, 2025</b> |
| <b>Signature</b>                                                                    | <b>Name</b>               | <b>Date</b>             |

\*Per ACD111-02, all colleges and academic units must have bylaws, approved by a majority of the unit faculty. With the consent of all college deans to which a unit reports, the faculty of the unit may choose to utilize the college's bylaws as their unit bylaws.

\*\*Academic units are usually departments and schools, not research centers or programs. Academic units, in this context, have criteria for promotion which were approved by its faculty and/or academic professionals.

**College of Liberal Arts & Sciences**  
**Criteria for promotion of Assistant and Associate Academic Professionals**  
**School of Life Sciences**

Reviewed by the dean on December 6, 2017

Approved by the Executive Committee of the School of Life Sciences on December 12, 2017

**SCHOOL OF LIFE SCIENCES  
PROMOTIONAL EVALUATION CONSIDERATIONS AND CRITERIA  
ACADEMIC PROFESSIONALS**

**Promotion of Academic Professionals**

A full list of AP titles is listed in ACD 505-03. APs may hold continuing, probationary, or fixed-term appointments. An AP with a fixed-term appointment may have a year-to-year, multi-year, or rolling multi-year appointment. Promotion of academic professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence. Promotion criteria for academic professionals depends on the AP's assigned job responsibilities. Guidelines for significant accomplishment are outlined below. APs with probationary or continuing appointment are governed by a process distinct from the one governing APs with fixed-term (non-continuing eligible) appointments. AP candidates should consult with the Unit Director's office to determine which promotion process guide to follow.

The three areas considered in evaluation of all academic professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, or community service.

**Promotion of Academic Professionals from Assistant to Associate Rank**

Candidates for promotion to this rank will typically have five years in rank at ASU and may count the year of application for promotion toward this eligibility requirement. Candidates for promotion from Assistant to Associate Academic Professional must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, or community service. Examples are outlined in the categories listed below.

1. If instruction is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:
  - a. A record of significant contributions to teaching, not only through superior performance in the laboratory or classroom, but also through the broader support of the University's teaching mission
  - b. Contributions to the design, development, and/or oversight of curriculum in specific courses
  - c. Significant involvement in the coordination of curricula in different courses
  - d. Demonstrated breadth and versatility of teaching in a range of courses
  - e. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and/or curriculum in the discipline
2. If research is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:
  - a. A record of significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise
  - b. Demonstrated development of expertise in the area(s) of assignment consistent with the job description
  - c. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant

d. Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

3. If service is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

- a. Significant involvement in institutional, professional, or community service work as appropriate
- b. A record of effective management of facilities used in support of the university's instructional or research missions
- c. Evidence of extensive collaboration with faculty in their research activities
- d. Evidence of effective outreach to K-12 schools or the general public
- e. Demonstrated superior management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution

### **Promotion of Academic Professionals from Associate to Full rank**

The term "full" is not usually stated, but is used to designate the highest rank of an academic professional title. For promotion to the highest rank of an academic title, candidates must demonstrate a substantial and sustained record of excellent performance, continued professional contributions, and evidence of continued growth and involvement in professional, institutional, or community service since the last promotion. The majority of that service should be at ASU.

1. If teaching is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

- a. A sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline
- b. Demonstrated proficiency in the management of specific courses
- c. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques
- d. Participation in the solicitation or administration of external funding to support teaching initiatives
- e. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff
- f. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools

2. If research is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:

- a. A sustained record of scholarly initiative and recognized contributions to their fields
- b. Demonstrated proficiency in the management of a research laboratory or related facility
- c. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
- d. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts
- e. Significant contributions to national or international scientific meetings

- f. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise
- 3. If service is a significant component of the job description, multiple examples from among the following may serve to demonstrate excellence:
  - a. Sustained involvement in institutional, professional, or community service work as appropriate
  - b. A sustained record of leadership in management of facilities used in support of the university's instructional or research missions
  - c. Evidence of a leadership role in at least some aspects of their collaborations with faculty in their research activities
  - d. Evidence of organizational leadership in outreach efforts for K-12 schools or the general public
  - e. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies
  - f. Demonstrated leadership in management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution

#### **Procedure for Promotion of Academic Professionals**

The Personnel Committee will be the Faculty Group that the AP is primarily associated with (for research focused APs). The Personnel Committee reviews the candidate's portfolio, evaluates the case and prepares a letter of recommendation for the Unit Director. The Unit Director prepares an independent letter evaluating the case. Both letters will be reviewed by the Executive Committee and will be included in the promotion portfolio and provided to the Dean of the College.